

In the next few months, the Beacon Time Team will be responsible for gathering data from the agencies for use in the new system. We have adopted this email format to communicate requests for information, upcoming deadlines, and any clarifications that may be required.

What's New

The next major step for the project is the collection of data required for conversion. We will typically provide a spreadsheet that defines the required format for the data we are requesting.

Conversion Request No. 1

Attached you will find the first conversion document, a spreadsheet with multiple tabs for the conversion of time balances (quotas). Comp time, holiday comp time and adverse weather have intentionally been left off. We will collect those separately.

Agencies must provide the leave balance(s) for each of employee. There will be subsequent requests for updates of the same data throughout the Realization process. The data for this specific request should be reported as of January 1st. The first version of this worksheet is due back to BEACON by the 31st of January.

If your agency has a database capable of generating a tab-delimited text file with the information we are requesting, please refer to the Tech Specs tabs for field size and order.

Follow Up from Previous Messages

The attached Quota Conversion file is an updated version of the file sent to Wave 2 invitees on 11/15. It contains an updated list of quota balance types and some text clarifications. The overall layout/format of the file has not changed. Our distribution list has been expanded to include Wave 1 workshop participants and survey respondents.

Q&A regarding the last message:

Data Security

Beacon is working on a strategy to facilitate the secure transfer of sensitive data between your agency and the Beacon project. As soon as that has been completed, we will let you know how to make that transfer.

Coming Soon:

The next conversion request will include Comp Time, Holiday Comp Time and Adverse Weather balances. We will be asking for specific dates that an employee earned comp time, earned holiday comp time or used adverse weather leave (that has not been repaid).

The requests for conversion data will continue well into next year. Here is what's coming up:

- employee work schedules
- charge objects (if applicable to your agency)
- FML/FIL, Military Service, On-call & Voluntary Shared Leave
- Quota payout, Shift substitutions & Worker's Comp
- Time Transfer Specifications

The format will continue to be similar to Conversion Request #1. Please begin thinking about and preparing the necessary internal processes needed at your agency to routinely gather this data and supply it to the BEACON team.

Contact Information:

This message has been addressed to the Time Management contacts identified through workshops and surveys. If you feel you are not the right person to be receiving requests for conversion data in your organization, please call Karen Boodee at 919/431-6634. We will update your agency information and the associated distribution lists accordingly.

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